

Procedure 0320.03 Forms Management Status Reports
Issued January 6, 1997

SUBJECT: Forms Management Status Reports.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide State agencies a means for reporting on the status of their respective forms management programs.

CONTACT AGENCY: Department of Management and Budget (DMB) –
Agency Services, Print, Warehouse, and Surplus Services
7461 Crowner Dr., State Secondary Complex
Lansing, Michigan 48913

TELEPHONE: 517/322-1889

FAX: 517/322-5968

SUMMARY: State agencies must submit to the DMB Forms Management Program a report on the status of their Forms Management Program upon request. DMB will send a notice to agencies indicating the type of information being requested and the due date for submission.

APPLICABLE FORMS: None.

POLICY:

Agency:

- Completes and submits a report upon request from DMB. DMB will send a notice providing the type of information being requested and the due date of the report.
- Samples of the type of information that may be requested in the report:
 - Time period covered.
 - Number of public forms eliminated.
 - Number of public forms reduced by combining with other forms.
 - Number of new public forms added.
 - Number of public forms in use at end of reporting date.
 - Net increase or decrease of public forms in use.
 - Number of public forms simplified or redesigned during report period.
 - Number of public forms in compliance with Public Act 504 of 1988.
 - Software products being used to design forms.
 - Software products being used to present form electronically (i.e. MS Word, .pdf, HTML, etc.).
- Submits the report to DMB, Printing Services, Forms Management Program, 7461 Crowner Dr., Lansing, Michigan 48913.
